



**DEPARTMENT OF THE ARMY
COMPANY C, 123D AVIATION (AVIM)
BLDG # 2079 MONTGOMERY ROAD
FORT WAINWRIGHT AK 99703-8300**

APVR-WAB-AV-CO

24 March 2006

MEMORANDUM FOR Soldiers Assigned/Attached to Company C, 123d Aviation (AVIM)

SUBJECT: Policy Letter # 3 (Commander's Open Door Policy)

1. Every soldier and civilian in the company is free to approach me – either in or out of my office – with an issue that they feel they need assistance with.
2. With that said, be aware that the first question that I will ask will be to inquire whether your chain of command is aware of the issue and what they have done to address it. This is not to discourage people from approaching me, but rather to reinforce the chain of command as the primary means of resolution. The chain of command should be your first step in resolving problems and grievances.
3. However, do not hesitate to call or see me if the chain of command does not respond satisfactorily, or if the matter is of such a nature that it requires my personal attention. Please schedule an appointment through the XO or the 1SG to make the most efficient use of my time and yours.
4. Contact me in the office or on my cell phone.

JAMES E. TULLY
CPT, AV
Commanding